

DEPARTMENT OF HOUSING
AN AFFIRMATIVE ACTION/EQUAL OPPORTUNITY EMPLOYER
JOB OPPORTUNITY
DURATIONAL GRANTS & CONTRACTS SPECIALIST*
(2 VACANCIES)

[PLEASE FOLLOW THE SPECIFIC APPLICATION FILING INSTRUCTIONS AT THE BOTTOM OF THIS PAGE!](#)

Open To: Candidates on a current examination list.

Location: 505 Hudson Street, Hartford

Job Posting No: #105339 & 105343

Hours: 40 hours per week, Monday through Friday
***THESE POSITIONS ARE FUNDED THROUGH JULY, 2015**

Salary: (Pay Plan/Group) AR 26
Annual: \$71,988 – 92,585
Bi-weekly: \$2,758.17 - \$3,547.32
New hires to state service start at the minimum

Closing Date: February 7, 2014

Eligibility Requirement: Candidates must have applied for and passed the Grants & Contracts Specialist exam and be on the current certification list promulgated by the Department of Administrative Services for this classification. State employees currently holding the above title or those who have previously attained permanent status may apply for lateral transfer. **Applicants will not have the opportunity to take the exam prior to the above closing date to qualify for this particular vacancy.**

Knowledge, Skills and Abilities: Demonstrated experience with grant preparation and administration; program evaluation and monitoring functions; research methods and techniques; budget preparation and monitoring. Proven interpersonal skills; oral and written communication skills and ability to utilize computer software. Some supervisory ability.

Examples of Duties: Performs duties related to the management of the Community Development Block Grant-Disaster Recover (CDBG-DR) grant program; performs research to support the application for or the disbursement of grants including needs analysis, literature review and regulations critique to identify problems and determine priorities; develops alternatives; gathers information related to program area; develops goals and objectives, evaluation standards, timetables, other program components and department policy for program area and individual projects; prepares grant proposals; monitors use of grant monies awarded to agency to ensure adherence to all terms and conditions; facilitates direct grant process; provides technical assistance and acts as resource person to grantees; evaluates program proposals and applications for conformance with regulations and state goals; recommends funding; prepares contracts and agreements related to grant activities; monitors and assesses ongoing programs for conformance to reporting requirements, general budget and timetable guidelines and program effectiveness; prepares quarterly and annual reports and statewide annual plan or section of plan related to program local area; attends meetings of appropriate state, local and regional organizations and performs other liaison functions to coordinate efforts in program area; performs related duties as required.

General Experience: Seven (7) years of experience in planning, implementation and/or management of grant programs on a community, state or federal level.

Substitutions Allowed:

1. College training may be substituted for the General Experience on the basis of fifteen (15) semester hours equalling one-half (1/2) year of experience to a maximum of four (4) years for a Bachelor's degree.
2. A Master's degree in a closely related field may be substituted for one (1) additional year of the General Experience.

Note: The filling of this position will be in accordance with reemployment, SEBAC, transfer, promotion and merit employment rules, if applicable.

Application Instructions: Interested and qualified candidates who meet the above requirements should submit a cover letter, a resume, and a CT HR 12 (application for employment available at http://das.ct.gov/HR/Forms/CT-HR-12_Application.pdf):

Irena Baj Wright
Human Resources Specialist
Department of Administrative Services/SmART
Fax: (860) 622-2843 OR Email: irena.baj-wright@ct.gov
we cannot confirm receipt of your application

The State of Connecticut is an equal opportunity/affirmative action employer and strongly encourages the applications of women, minorities, and persons with disabilities.